

*Indefinite*

Management Staff, O&M DD/P Area participated in Agency Operations in the following ways:

- a. Conducted a study of the disposition of work and manpower of the Support Staff of the WE Division in the DD/P resulting in 20 recommendations that will eliminate overlap, duplication, or unnecessary work, and five recommendations directed at performance of five support activities for which the Division was responsible and which were not being performed. Re-disposition of work load produced a better balance in the work forces.
- b. Installation of a pilot program of work measurement for the RI Division, If successful, the program will be expanded to provide better control over work loads and improve supervision through accurate performance records on employees.
- c. Policy and procedural improvements developed by Management Staff, work with the DD/P Records Policy Officer, the Assistant Executive Officer for the DD/P, and the Chief, RI Division have substantially reduced ~~back~~ backlogs in the

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- d. Completed a study of the routing of Agency Pouches ~~and~~ to and from the field. The study recommended changes which could affect an estimated 76% of the volume of dispatch traffic. Costs for each of these specific changes will be on the basis

E. Completed a study of the Cable Secretariat overtime policy to determine whether it was economically sound to continue to pay overtime or to augment the current staff. The study established that it was most economical for the Government to authorize a limited amount of overtime pay. The study also recommended a change in the work shifts to gain more productive labor from the present staff.